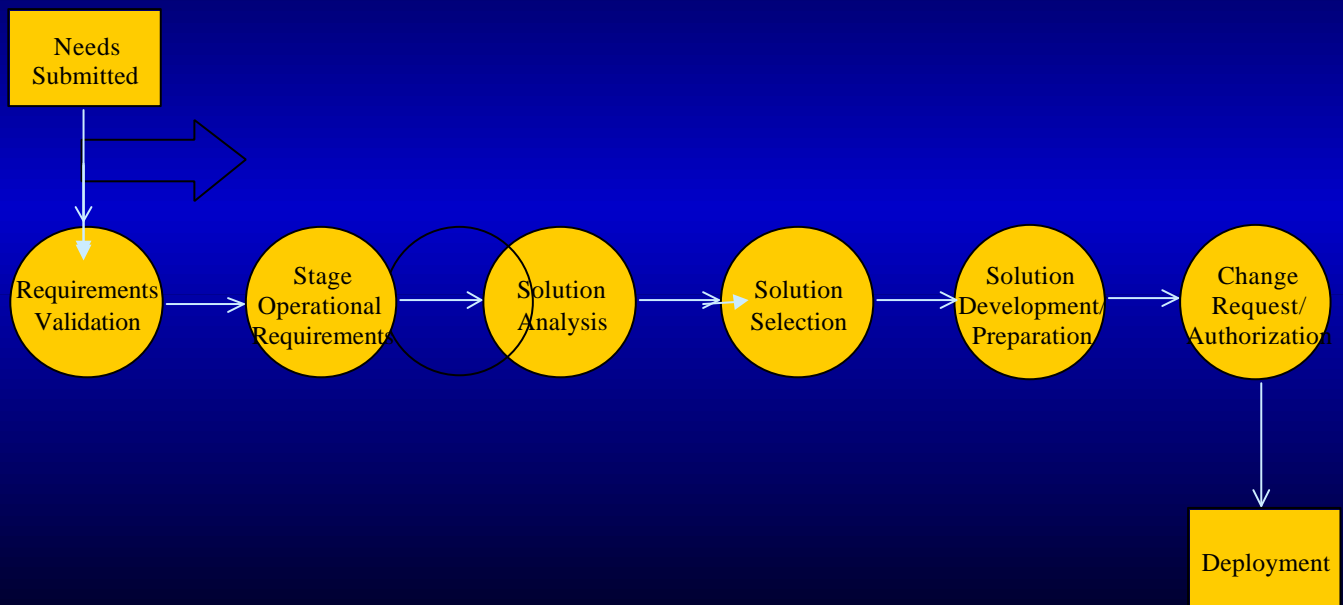


# **NWS Operational Requirements Management Process**

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# Requirements Management Process





# Responsibility Matrix

| NWS REQUIREMENTS PROCESS          |  |   |
|-----------------------------------|--|---|
| PHASE                             | STEP   | RESPONSIBLE OFFICE                                    |
| 1. Need                           | A. Submit  | A. Service Branch                                     |
|                                   | B. Enter into database   | B. RCMB (OS12)  |
|                                   | C. Assign to Service Branch                                    | C. IOB/RCMB (OS11/OS12)                               |
|                                   |  |   |
| 2. Requirements Validation        | A. Develop Mission Need Statement                              | A. Service Branch/Submitter                           |
|                                   | B. Confirm Mission Need Statement                              | B. Service Branch                                     |
|                                   | C. Translate to Operational Requirements Document              | C. Service Branch                                     |
|                                   | D. Assign Mission Importance                                   | D. Service Branch                                     |
|                                   | E. Operational Requirements Document Approval                  | E. OCWWS Director                                     |
|                                   | F. Publish Operational Requirements Document                   | F. RCMB (OS12)  |
| 3. Stage Operational Requirements | A. Assign Staging Order  | A. RCMB/IOB/OST(PPD)                                  |
|                                   |  |   |
| 4. Solution Analysis              | (Define Technical/Functional Requirements)                     | (OST/Cross Functional Team (CFT))                     |
|                                   | (Identify Possible Solutions & Functional Requirements Owners) | (OST/CFT)   |
|                                   | (Investigate Solutions)  | (OST/CFT)   |
|                                   | (Document Results)   | (OST/CFT)   |
|                                   |  |   |
| 5. Solution Selection             | (Determine Solution Strategy)                                  | (OST/Functional Requirements Owner(s))                |
|                                   | (Prepare Business Case)  | (Functional Requirements Owner(s))                    |
|                                   | (Assess Business Case)   | (Office Directors/Program Committees/Corporate Board) |
|                                   |  |   |
| 6. Deployment/Implementation      | (Prepare/Submit Change Request for CM Solution)                | (Solution Owner(s))                                   |
|                                   | (Forward Directive/Procedure for non-CM Solution)              | (Solution Owner(s))                                   |



# Requirements Validation

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- | **Identify User Need**
- | **Confirm Mission Need**
- | **Translate Need to Requirement(s)**
- | **Assign Mission Importance**
- | **Validate Operational Requirement(s)**
- | **Publish Operational Requirement(s)**



# Stage Requirements

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- OCWWS will work with OST to coordinate and assign staging order for requirements**
- Staging order will be determined by the assigned mission importance, availability of solutions analysis resources, operational benefits, and relationship to other NWS efforts**
- Staged Requirement(s) transmitted to OST**



# Summary

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## **The NWS Operational Requirements Management Process**

- Provides the framework for functional steps leading from recognized needs to implementation of solutions**
- Ensures that solutions achieve the desired operational outcome of improved service and operational effectiveness**